

UNIVERSITY OF MARYLAND LIBRARIES' SPECIAL COLLECTIONS

COLLECTION DEVELOPMENT POLICY:

UNIVERSITY OF MARYLAND FACULTY PAPERS

Subject specialists responsible: Kendall Aughenbaugh, 301-314-0399, kaughenb@umd.edu, and Anne Turkos, 301-405-9060, aturkos@umd.edu

COLLECTING OBJECTIVE

I. Purpose

Documenting the history of the University of Maryland is a core responsibility of the University of Maryland (UMD) Libraries' Special Collections and University Archives. The University Archives unit collects administrative files, university publications, photographs, audiovisual materials, and memorabilia that document all aspects of campus life as well as archival copies of master's theses and doctoral dissertations completed at the University of Maryland and papers of University of Maryland faculty.

Faculty papers contain significant information on teaching, research, and professional activities, areas through which researchers can gain valuable perspectives on the intellectual vitality of the university community. They can be rich resources of university history in addition to documenting the careers of individuals.

Without a broad range of faculty papers available for consultation, the UMD Libraries' Special Collections cannot provide a full complement of perspectives on the historical activities of the University of Maryland.

Coordination and Cooperative Information: The collection policy governing faculty papers will be implemented as a collaboration between Special Collections and University Archives staff, individual faculty members, and other interested donors. The University Archives staff will have ultimate responsibility for making the acquisition decision.

Diversity: Recognizing that the University Archives incorporates individuals of all ages who represent a multiplicity of racial and ethnic backgrounds, economic and educational levels, and physical and mental abilities, the subject specialists build collections that mirror and support this diversity. The University Archives' collections include materials and resources that reflect a variety of political, economic, religious, social, minority, and sexual issues and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. For more information, see Collection Development Diversity Statement--
<https://www.lib.umd.edu/collections/policies/collection-development-diversity-statement>

II. General Collecting Criteria

The primary collecting objective is to document the careers of faculty members who meet some or all of the following criteria:

1. Is the individual known internationally or nationally for any of the following?

- participant in/eyewitness to/commentator on a major historical event
- recipient of a significant award [e.g. Field Medal, Nobel, Lasker, Pritzker, Wolf, Kyoto, Pulitzer, Guggenheim, MacArthur, etc.]
- established a new area of research
- appointment to a cabinet-level Federal office
- appointment to a significant national or international organization [e.g. National Academy of Sciences]
- designation as "fellow" within relevant professional society
- top honor (medal, prize) within relevant professional society
- significant patents/inventions

2. Is the individual important to the history of the eastern United States, the state of Maryland, or a local area for any of the following?

- participant in/eyewitness to/commentator on a major historical event
- appointment to/service within significant state/county/municipal office/organization

3. Is the individual's role in the history of the University of Maryland and the campus one or more of the following?

- participant in/eyewitness to/commentator on a major historical event
- first to teach a subject on campus
- established new curriculum, department, or program on campus
- significant service within campus [department chair, provost, dean]

4. Other indicators that an individual's body of work is significant:

- recipient of significant research grants
- substantive unpublished research data
- research data being maintained by professional society or campus department

III. Types of Documentation

The following types of documentation reflect and illuminate the careers of University of Maryland faculty and are sought by the UMD Libraries' Special Collections:

- ◆ Correspondence, including both paper and electronic mail.

- ◆ Biographical material such as curricula vitae, bibliographies, biographical sketches, chronologies, genealogies, oral histories, and personal memoirs.
- ◆ Photographs and graphic materials, diaries, notebooks, appointment calendars, and memorabilia.
- ◆ Departmental or committee minutes and records, especially for those on which a faculty member served as chair.
- ◆ Records relating to service outside the university including community, state, and national service.
- ◆ Lecture notes and syllabi.
- ◆ Lab notebooks and research notes and files.
- ◆ Drafts and manuscripts of significant publications (articles, technical reports, creative works, and books) and of speeches and lectures.
- ◆ Grant proposals and reports
- ◆ Policy documents
- ◆ Multi-media
- ◆ For performing arts faculty, performance documentation (audio or video)

The University Archives staff reserves the right to evaluate a faculty papers collection for the potential for sampling of documentation.

IV. Donor Rights

The UMD Libraries recognize the rights of faculty and private donors to impose reasonable restrictions on materials to protect privacy and confidentiality. Restrictions on access should be for a fixed term and determined at the time of donation. The UMD Libraries encourage minimal access restrictions consistent with the legal rights of all parties. The highest priority is those faculty papers that can be open for research use.

V. What don't the UMD Libraries collect from faculty?

The UMD Libraries generally do not generally collect secondary or published materials. Many faculty members have extensive reprint, pre-prints, or book collections. However, unless items are of unusual significance (e.g. annotated or inscribed by a major scholar in the field or an important literary or historical figure, document significant influence or activity, etc.), Special Collections does not retain them. Faculty members may wish to consult with the UMD Libraries' Gifts-in-Kind coordinator, their department, or with their professional associations to find appropriate homes for their reprint or book collections.

Nor do the UMD Libraries generally collect materials related to faculty members' personal or family lives, including such things as personal financial records, cancelled checks, or correspondence with family and children. Nor is there interest in records of students-- academic information, grades, class rosters, etc. In addition, there are limited facilities for preserving large artifacts or memorabilia (objects, plaques, etc.).

Other materials generally not collected include:

- equipment and software instructions
- duplicative or redundant material

- federal records that fall under the purview of the National Archives and Records Administration (NARA)
- materials in poor condition, showing evidence of mold, mildew, pests, significant embrittlement, or other damage beyond repair
- materials to which access is restricted in perpetuity or for a period of time deemed by the University Archives staff to be beyond a reasonable limitation

Naturally, each case is different. A person whose career spanned several institutions may wish to consolidate his or her collection in a single place; a professional society may offer a more appropriate repository. A faculty member's personal and family papers may be so closely related to his or her career that the UMD Libraries may wish to accept these materials with the professional papers.

The UMD Libraries will provide advice on the disposition of faculty papers, including whether to retain a particular item in faculty papers or locating an appropriate repository for them.

Factors that may weigh against accepting papers:

(These may apply to an entire collection or to a portion of a collection.)

- identifiable portion of papers will be restricted or closed [privacy laws, human subject research, etc.]
- portions of papers are held by another archival repository
- long-term restrictions placed by faculty member and/or family
- photocopies/microforms located in research files not available for acquisition without permission of owning repository
- portion of career spent at another institution
- unwillingness of donor to transfer physical ownership of papers

VI. When to transfer records?

A faculty member's personal papers are normally transferred at the time of the individual's retirement or departure from the university or death. However, if a faculty member is engaged in extensive research projects or is involved in significant departmental or campus service activities, he or she may wish to donate materials at regular intervals during his or her active career.

VII. Additional Collection Information

1. Duplication: The University Archives does not accept known duplicate materials unless the copies currently in the collection for individual years are limited in number or in poor physical condition. The Archives does maintain both electronic and analog copies of certain university publications and of selected film and video holdings.
2. Gifts: Gift items added to the University Archives are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they

“supplement existing collections in support of the University's teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest” (<http://www.lib.umd.edu/collections/gifts/for-donors>) or otherwise document the history of the University of Maryland. The University Archives staff is ultimately responsible for deciding whether or not a gift is added to the collection.

3. Deselection/Withdrawal: The relevance of materials in the University Archives can and will change over time. Periodic weeding of the collection may be done to identify items which no longer fit the criteria for inclusion in the collection. Deselection and withdrawal will be done at the discretion of University Archives staff within the constraints of donor agreements.
4. Preservation: The University Archives staff will work with the Preservation unit at the University of Maryland Libraries when individual items are brought to their attention that need conservation/preservation.

VIII. Implementation and Revision Schedule

This policy has been reviewed by the Collection Development Council (lib-cdc@umd.edu) and is considered effective on the date indicated below. It will be reexamined regularly by the University Archivist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

Subject specialist originally responsible: Elizabeth Novara, 301-314-2712, enovara@umd.edu
Date created: September 2011

Reviewed by: Anne Turkos, 301-405-9060, aturkos@umd.edu
Date reviewed: June 2016

Reviewed and updated by: Kendall Aughenbaugh, 301-314-0399, kaughenb@umd.edu, and
Anne Turkos, 301-405-9060, aturkos@umd.edu
Date reviewed: August 2018

CDC 9/25/18